### **APPLICATION TO**

# CONVERT A PROVISIONAL CAREER AND TECHNICAL EDUCATION (CTE) TO A STANDARD CTE CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION — CERTIFICATION UNIT Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

#### GENERAL INFORMATION

This form is used to apply for convert a Provisional CTE certificate to a Standard CTE certificate.

#### **INSTRUCTIONS**

Submit the following documents:

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- □ Completed Application to Convert a Provisional CTE certification to Standard CTE certificate
  - o Answer EVERY Criminal History question, sign and date the application.
  - o If you answer "Yes" to any Criminal History questions, submit a completed Explanation of Incident form.
- $\label{eq:approx} \square \ A \ photocopy \ of \ your \ valid \ Arizona \ Department \ of \ Public \ Safety \ Identity \ Verified \ Prints \ (AZDPS \ \underline{IVP}) \ fingerprint \ card.$
- □ Documentation of completion of all required coursework to qualify for the Standard CTE certificate. Please see your Provisional CTE evaluation for details on requirements that must be satisfied to qualify for the Standard CTE certificate. Submit the following to document completion of required coursework:
  - Official transcripts from an accredited institution; and/or
  - Certificates of training showing completion of CTE professional development hours. Fifteen clock hours of training is equivalent to one semester hour of coursework. Professional development hours must be approved by the Arizona Department of Education-CTE unit and must be documented on the CTE-approved certificate of training.
- ☐ Professional Knowledge Secondary Exam. Submit **ONE** of the following:
  - A passing score report on the NES Assessment of Professional Knowledge: Secondary OR AEPA Professional Knowledge Secondary (replaced by NES Assessment); OR
  - A passing score report on a comparable Professional Knowledge Secondary exam from another state/agency;
     OR
  - Verification of 3-years of full-time teaching in grades K-12. Submit a <u>Verification of Teaching Experience</u> form completed and signed by the District Superintendent or Personnel/HR Director to verify teaching experience.
- ☐ Two years satisfactory teaching in the appropriate secondary CTE area during the valid term of the Arizona Provisional CTE area. Submit the CTE Evaluation Verification form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
- □ Structured English Immersion (SEI) endorsement. Applicants must currently hold, or qualify for and apply to add, an SEI, full English as a Second Language (ESL) or full Bilingual endorsement. If you are applying for the full SEI endorsement, submit a copy of the SEI training certificate or an official transcript showing the approved SEI course. Note: Due to a Board rule change effective June 22, 2015, applicants who completed 45 clock hours or 3 semester hours of SEI training to qualify for the Provisional SEI endorsement are not required to complete additional training for the full SEI endorsement.
- □ Arizona and US constitution requirements. Submit an official transcript OR exam score report documenting completion of the AZ and US constitution requirements.
- □ Check or money order for the amount due, made payable to the Arizona Department of Education (**ADE**). Cash will not be accepted. Fees are: \$60 per Provisional CTE certificate to be converted; \$60 if adding the SEI endorsement; \$20 if removing the AZ and or US constitution deficiencies.

**Please note:** Certification fees will not be refunded even if you do not qualify for the requested service.

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	al Security Num	nber <u> </u>	Date of Birth:/	/		Gender:	M/F	
Seed Number of PO Box   City   State   Zip	l Legal Name:	Last First	Middle					
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Family & Consumer Sciences	Agricultur	e	\$60	Health	Careers			\$60
Family & Consumer Sciences	Business &	& Marketing	\$60	Industri	al and Emerging Tech	nologies		\$60
Are you applying for the SEI endorsement? If YES, please check the endorsement below and submit an additional \$60.  Structured English Immersion Endorsement		-		Educati	on & Training			\$60
Are you applying for the SEI endorsement? If YES, please check the endorsement below and submit an additional \$60.  Structured English Immersion Endorsement	Are you remov	ving the AZ and/or US constitution deficie	<b>500</b> ncy?YESN	NO If YES, sub	omit an additional \$20	•	•••••	φυυ
Structured English Immersion Endorsement	_	•						
TENTION:  If "YES" is indicated for any of the following questions, you must attach an Explanation of Incident, if required form to your application before it can be processed. You may download the form at:  http://www.azed.gov/educator-certification/downloadable-certification-forms/  YES_NO_Have you ever had any professional certificate or license, 2. > YES_NO_Have you ever been arrested for any offense for which y question.)  YES_NO_Have you ever been convicted of any felony offense?  Have you ever been convicted of any felony offense?  4. > YES_NO_Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?  YES_NO_Agravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age  YES_NO_Sexual conduct with a minor  YES_NO_Sexual conduct with a minor  YES_NO_Commercial sexual exploitation of a minor  YES_NO_Commercial sexual exploitation of a minor  YES_NO_Commercial sexual exploitation of a minor  YES_NO_Child abuse  YES_NO_Child abuse  YES_NO_Child prostitution as prescribed in section ARS. § 13-3206  YES_NO_Child prostitution as prescribed in section ARS. § 13-3206  YES_NO_Child prostitution as prescribed in section ARS. § 13-3206  I understand that pursuant to ARS. § 15-34, any person who makes a false statement, representation or certification in any application for certificate issued to me by the Arizona Department of Education.				ent below and su	bmit an additional \$60	0.		
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